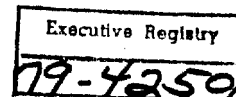
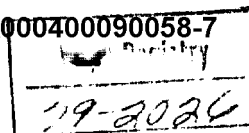


Department of Energy  
Washington, D.C. 20585

JUN 11 1979



Admiral Stansfield Turner, USN, Ret.  
Director of Central Intelligence  
Washington, D.C. 20505

Dear Admiral Turner:

I have been given the responsibility of preparing the Department of Energy's report to the President and Congress on the results of preliminary energy audits performed by Federal departments and agencies. I am therefore requesting your assistance in obtaining your organization's report by July 1, 1979. This will permit me to assure that your results are included in the report which Secretary Schlesinger is required to send to Congress by August 15, 1979.

The National Energy Policy Conservation Act, P.L. 95-619, Title V, Part 3, Sec. 547(a) requires that the results of your preliminary energy audits of buildings which have 30,000 or more square feet of floor area, along with others which you may have completed, be included in our report this August.

I would appreciate your reporting your results on the enclosed forms prepared under Sec. 545(a)(2). I believe that it will facilitate the reporting of your audits as well as assisting us to quickly, accurately, and completely aggregate and report your results with those of the other 22 building owning Federal agencies.

Sincerely,

Ms. Omi Walden  
Assistant Secretary  
Conservation and Solar applications

Enclosure

8 2400

## PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM

## 1.0 IDENTIFICATION

1.1 What is the name and address of the Agency submitting this report?

(a) Name \_\_\_\_\_

(b) Street and Number \_\_\_\_\_

(c) City, State, and Zip Code \_\_\_\_\_

1.2 DOE Identification Number

--	--	--	--	--	--	--

1.3 What is the date of this report?

Month	Day	Year			

1.4 Is this a new or revised report?

(a) ☐ New (b) ☐ Revised

1.5 What is the name and telephone number of the person who can be contacted regarding the information on this report?

(a) Name \_\_\_\_\_ (b) Telephone (including Area Code) \_\_\_\_\_

## 2.0 AGENCY SUMMARY DATA

2.1 Provide the following information for facilities/buildings under the jurisdiction of this Agency.

2.11 TOTAL Number of Agency Facilities . . . . .

2.12 Number of Facility Audits Completed . . . . .

2.13 Number of Facility Audits Outstanding . . . . .

2.14 TOTAL Number of Buildings in Facilities Audited . . . . .

2.15 TOTAL Number of Buildings in Facilities Not Audited . . . . .

2.2 Provide the following information for this Agency's individual buildings which are not in facilities.

2.21 TOTAL Number of Individual Agency Buildings . . . . .

2.22 TOTAL Number of Individual Building Audits Completed . . . . .

2.23 TOTAL Number of Individual Building Audits Outstanding . . . . .

2.3 Provide the following information for this Agency's partial buildings which are not in facilities.

2.31 TOTAL Number of Partial Agency Buildings . . . . .

2.32 TOTAL Number of Partial Building Audits Completed . . . . .

2.33 TOTAL Number of Partial Building Audits Outstanding . . . . .

Owned  
(a)Leased  
(b)

## 3.0 ATTACHMENTS

(a) How many Schedule 1 pages are attached to this report? \_\_\_\_\_

(b) How many Schedule 2 pages are attached to this report? \_\_\_\_\_

# PRELIMINARY ENERGY AUDIT REPORT

## General Instructions:

Public Law 95-916 (NECPA), Title V, Part 3, Section 547 directs each Federal agency to conduct preliminary energy audits of buildings which it owns or leases and report these to the Department of Energy. Audits of buildings with 30,000 or more gross square feet and any others already audited are to be reported to the DOE on or before July 1, 1979. Audits of buildings with 1,000 - 29,999 gross square feet are required to be submitted on or before June 1, 1980.

## Submit all reports to:

Federal Programs Office, MS 2221C  
Conservation and Solar Applications  
United States Department of Energy  
Washington, D.C. 20585

For clarification or assistance in completing these forms, contact the Federal Programs Office at (202) 376-4017.

Below are specific instructions. Items which are self-explanatory are not included.

## EIA-77, COVER SUMMARY SHEET INSTRUCTIONS

Item	Instruction
1.2	Enter identification number provided. If the number is not available, leave item 1.2 blank.
2.0	Enter the information requested for buildings/facilities which are owned or leased in the appropriate columns.
2.1	Complete item 2.1 only for agencies reporting audits of facilities. Facilities are defined as groups of closely related buildings which are master metered for one or more sources of energy. Report facility audits based on size of the largest building in the facility. For example, if one of the buildings is in excess of 30,000 gross square feet (30K GSF), provide the requested information for the facility at the same time as your report for individual buildings in excess of 30K GSF.
2.11	Enter total number of facilities which are master metered for one or more energy sources.
2.12	Enter total number of such facilities which have been audited and the results included in this report.

Item	Instruction
2.13	Enter total number of facilities which require an audit and for which an audit has not been completed and reported.
2.14	Enter total number of buildings in facilities audited as reported in 2.12. Do not include buildings for which individual energy use can be determined.
2.15	Enter total number of buildings in facilities remaining to be audited.
2.2	Complete for individual buildings where the energy usage can be determined separately.
2.21	Enter total number of buildings individually metered. Do not include those reported in facilities in 2.1 above.
2.22	Enter total number of individual buildings which were audited and the results included in this report.
2.23	Enter number of buildings which require an audit and for which an audit has not been completed and reported.
2.3	Complete if you directly own or lease partial buildings.
2.32	Enter total number of partial buildings for which audits have been completed and the results included in this report.
2.33	Enter total number of partial buildings which require an audit and for which an audit has not been completed and reported.
3.0	Identify any other attachments which you have included in this report in the margin at the bottom of the page.

## PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM

## 1.0 IDENTIFICATION

1.1 What is the name of the Agency?  
Name \_\_\_\_\_1.2 What is the date of this report?  
Month Day Year1.3 Is this schedule for owned or leased buildings/  
facilities? (a) ☐ Owned (b) ☐ Leased

## 2.0 BUILDING/FACILITY DATA

Enter the following total for each category at right

2.1 Gross sq. footage for bldgs/facil. included in this report

2.2 Number of buildings/facilities included in this report

2.3 Gross sq. footage of all Agency buildings/facilities

Facilities

Indiv. Bldgs.

Partial Bldgs.

## 3.0 SUMMARY OF MAJOR ENERGY USING SYSTEMS

For each energy source listed  
below, enter the TOTAL  
number of major energy  
using systems in the  
buildings/facilities in  
this report, their gross sq.  
footage, and the amounts  
of energy used.How much energy was  
used in the preceding  
fiscal year?

No. of Major Energy Using Systems and Gross Sq. Footage Affected

Heating

Cooling

Ventilation

Lighting

Hot Water

Power

Process

Other

Amount  
of Fuel  
(a)Conver-  
sion  
Factor  
(b)Billion  
BTU's  
(c)No. of  
Systems  
(d)(000's)  
Gross  
Sq. Ft.  
(e)No. of  
Systems  
(f)(000's)  
Gross  
Sq. Ft.  
(g)No. of  
Systems  
(h)(000's)  
Gross  
Sq. Ft.  
(i)No. of  
Systems  
(j)(000's)  
Gross  
Sq. Ft.  
(k)No. of  
Systems  
(l)No. of  
Systems  
(m)No. of  
Systems  
(n)(000's)  
Gross  
Sq. Ft.  
(o)

		Amount of Fuel			Heating		Cooling		Ventilation		Lighting		Hot Water	Power	Process	Other
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)
Facilities	3.1 Electricity (MWH)		.0116													
	3.2 Fuel Oil (Gal. 000's)		.1387													
	3.3 Natural Gas (MCF)		.001031													
	3.4 LPG (Gal. 000's)		.0955													
	3.5 Coal (Tons)		.02458													
	3.6 Steam (Lbs. 000's)		.00139													
	3.7 Other															
Individual Buildings	3.8 Electricity (MWH)		.0116													
	3.9 Fuel Oil (Gal. 000's)		.1387													
	3.10 Natural Gas (MCF)		.001031													
	3.11 LPG (Gal. 000's)		.0955													
	3.12 Coal (Tons)		.02458													
	3.13 Steam (Lbs. 000's)		.00139													
	3.14 Other															
Partial Buildings	3.15 Electricity (MWH)		.0116													
	3.16 Fuel Oil (Gal. 000's)		.1387													
	3.17 Natural Gas (MCF)		.001031													
	3.18 LPG (Gal. 000's)		.0955													
	3.19 Coal (Tons)		.02458													
	3.20 Steam (Lbs. 000's)		.00139													
	3.21 Other															

## PRELIMINARY ENERGY AUDIT REPORT

General Instructions:

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EIA-77, INSTRUCTIONS FOR SCHEDULE 1

Item	Instruction
1.3	Submit separate schedules for owned and leased facilities/buildings
3.0	<p>A "major energy using system" is a system which uses a significant amount of the total energy of the building. Seven energy using systems are listed across the page. An additional column is provided for you to enter information about one "other" major energy using system if appropriate.</p> <p>Enter multiple window air conditioners, heaters, etc. in a building as one cooling, heating, etc. system.</p> <p>Where data is available, enter the total number of gross square feet (GSF) supported by differently fueled major energy using systems.</p> <p>(a) Enter amount of fuel used for the preceding fiscal year in the units of measure indicated.</p> <p>(b) Convert quantities in (a) into billions of Btu's using the conversion factors provided on the form.</p>

Item      Instruction

- (c),(il), Enter the number of major energy using heating, cooling, ventilating, etc. systems by energy source.
- (e),(k),  
(g)
- (d),(h), Enter the total gross square feet (GSF) heated, cooled, ventilated, etc. by the number of systems listed.
- (f),(j),
- (l) Enter the number of power systems which are a major energy using system. One power system may include building equipment such as elevators, escalators, compactors and portable equipment such as xerox machines, small computers and portable x-ray machine.
- (m) Enter the number of processes which are major energy users. A "process system" may include fixed non-building support equipment such as industrial or manufacturing machinery, communications equipment, x-ray machines and large computers.
- (n),(o) Examples of "other systems" include refrigeration and humidification
- 3.7, Enter any other sources of energy not listed and specify them. Examples are solar, geothermal, wind, wood, and methane.
- 3.14,  
3.21

Page \_\_\_\_\_ of \_\_\_\_\_

EIA 77, SCHEDULE 2, Summary of Agency Assets

Expiration Date: \_\_\_\_\_

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM

1.0 IDENTIFICATION								
1.1 What is the name of the Agency? Name _____			1.2 What is the date of this report? Month _____ Day _____ Year _____			1.3 Is this schedule for owned or leased buildings/ facilities? (a) <input type="checkbox"/> Owned (b) <input type="checkbox"/> Leased		
2.0 SUMMARY STATUS DATA								
For each building use and size category below, enter →		Total Inventory Buildings		Individual Buildings Audited			No. of Buildings in Facilities Audited	
Use	(a) Size	(b) Number	(c) Thous. GSF	(d) Number	(e) Thous. GSF	(f) MilBTU/Yr.	(g) Number	(h) Thous. GSF
2.1 Office	2.1.1 30 K and Over							
	2.1.2 1 to 30K							
	2.1.3 Under 1K							
2.2 Hospital	2.2.1 30K and Over							
	2.2.2 1 to 30K							
	2.2.3 Under 1K							
2.3 Prison	2.3.1 30K and Over							
	2.3.2 1 to 30K							
	2.3.3 Under 1K							
2.4 School	2.4.1 30K and Over							
	2.4.2 1 to 30K							
	2.4.3 Under 1K							
2.5 Other Institutional	2.5.1 30K and Over							
	2.5.2 1 to 30K							
	2.5.3 Under 1K							
2.6 Housing	2.6.1 30K and Over							
	2.6.2 1 to 30K							
	2.6.3 Under 1K							
2.7 Storage	2.7.1 30K and Over							
	2.7.2 1 to 30K							
	2.7.3 Under 1K							
2.8 Industrial	2.8.1 30K and Over							
	2.8.2 1 to 30K							
	2.8.3 Under 1K							
2.9 Service	2.9.1 30K and Over							
	2.9.2 1 to 30K							
	2.9.3 Under 1K							
2.10 Research & Development	2.10.1 30K and Over							
	2.10.2 1 to 30K							
	2.10.3 Under 1K							
2.11 Utility	2.11.1 30K and Over							
	2.11.2 1 to 30K							
	2.11.3 Under 1K							
2.12 Other	2.12.1 30K and Over							
	2.12.2 1 to 30K							
	2.12.3 Under 1K							
2.13 Total	2.13.1 30K and Over							
	2.13.2 1 to 30K							
	2.13.3 Under 1K							
2.14 TOTALS								
2.15 For each climatic zone at the right, enter the information requested in each column. (See map on reverse)		1						
		2						
		3						
		4						
		5						
		6						
		7						

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## EIA-77, INSTRUCTIONS FOR SCHEDULE 2

Item	Instruction
1.3	Submit separate schedules for owned and leased buildings/facilities summaries.
2.0	(b) Enter the total number of buildings in the agency inventory as of the last day of preceding fiscal year. (c) Enter total area of the buildings in thousands of gross square feet (Thous. GSF). (f) Enter the total energy use in millions of Btu's for the preceding fiscal year for individual buildings audited. (g) Enter the number of buildings included within the facilities that have been audited. (h) Enter total area for those buildings included in facilities that have been audited.
2.14	Enter the totals of all columns.
2.15	Enter information for each column for each climatic zone plus the total.

## Zone Descriptions in Heating (HDD) and Cooling (CDD) Degree Days are:

- Zone 1 - Less than 2000 CDD and more than 7000 HDD
- 2 - Less than 2000 CDD and 5500 to 7000 HDD
- 3 - Less than 2000 CDD and 4000 to 5499 HDD
- 4 - Less than 2000 CDD and 2000 to 3999 HDD
- 5 - Less than 2000 CDD and 0 to 1999 HDD
- 6 - More than 2000 CDD and 0 to 1999 HDD
- 7 - More than 2000 CDD and 2000 to 4000 HDD

